16. Compliance Buys

This document describes the functions available in the Vendor Management application for producing, monitoring, and recording compliance buy information. The Compliance Buy Wizard is used to create compliance buy food instruments to help determine Vendor compliance within WIC program regulations. The food instruments created through the Vendor Management application are identical to WIC participant food instruments. The food instruments are then used at the Vendor's store by investigative staff. Compliance buy food instruments can be printed as checks issued for an event or follow-up activity to an event.

If the clinic logged into is enabled for the Electronic Benefit Transfer (EBT) food delivery system, food instruments can be issued as EBT cards through the JP Morgan system for an event or follow-up activity to an event. Additional EBT controls will be present in the Compliance Buy Wizard. (For more information about enabling the Electronic Benefit Transfer (EBT) food delivery system, see the Update Clinic Dialog section of Application Administration Chapter 09 - Reference Utility.)

The Compliance Buy Returned follow-up activity can be added to the vendor's event log to record the shelf price, the price charged at the register, as well as the scanner price. The information can then be compared to determine Vendor compliance. A list of compliance buy benefit numbers can also be recorded in the Compliance Buy Benefits follow-up activity.

16.1 Compliance Buy Wizard: Participant Information

The Participant Information dialog of the Compliance Buy Wizard allows the user to enter information for a make-believe participant so that the food instruments will look like a normal participant food instrument to the Vendor. The Participant Information dialog of the Compliance Buy Wizard is invoked in response to the following user actions:

- Selection of the Compliance Buy event on the Events dialog as described in Chapter 4 – Vendor Folder. The dialog will display in "add" mode.
- Selection of the Compliance Buy follow-up activity on the Follow-up Activities dialog as in Chapter 4 – Vendor Folder. The dialog will display in "add" mode.
- Selection of the Details button on the Event Log tab of the Vendor Folder when a Compliance Buy event is selected Chapter 4 – Vendor Folder. The dialog will display in "view" mode.
- Selection of the Details button on the Event Log tab of the Vendor Folder when a Compliance Buy follow-up activity is selected Chapter 4 – Vendor Folder. The dialog will display in "view" mode.

Figure 1 - Compliance Buys Wizard - Participant Information Dialog (Add Mode)

Figure 2 - Compliance Buys Wizard - Participant Information Dialog (View Mode)

16.1.1 Controls

This section describes the behavior of the controls on the Participant Information dialog.

16.1.1.1 Participant ID Text Label and Value

This control allows the user to view the participant ID the system has assigned to be used on the food instrument. The value label will be set to the value of the participant ID the system has assigned to use on the food instrument. The system assigns the next available State WIC ID number from the range of consigned IDs in the StateWICIDConsignment Table. The control will be read only. The value will be displayed in the inverse color of the dialog.

16.1.1.2 Participant First Name Text Box (First Name)

This control allows the user to enter or view the first name of the make-believe participant to be used on the food instrument. The text box will be enabled when the Participant Information dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of alphanumeric characters. The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are not allowed.

16.1.1.3 Participant Last Name Text Box (Last Name)

This control allows the user to enter or view the last name of the make-believe participant to be used on the food instrument. The text box will be enabled when the Participant Information dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of alphanumeric characters. All alphabetic characters will be forced to uppercase. Special characters are not allowed. The maximum size of the control will be twenty-five (25) characters.

16.1.1.4 Date of Birth Calendar Control

This control allows the user to enter or view the birth date of the make-believe participant. The control will be enabled when the Participant Information dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of numeric digits. The mask on the control will be ##/##/#### to accept a date with a four digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter, the system will automatically add the century to the year. The date entered must be equal to or greater than the system date.

NOTE: If a food prescription has already been completed on the Food Prescription dialog and the user returns to the Participant Information dialog using the Back button, the calendar control is locked and the date previously entered is view only. Once the created food prescription is deleted on the Food Prescription dialog, the calendar control is unlocked and the date can be changed if needed.

16.1.1.5 Category Dropdown

This control allows the user to select or view the type of participant to be used on the food instrument. The dropdown will be enabled when the Participant Information dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. It will be a read only drop down list. It is filled with a list of WIC categories from the WICStatus table, which are displayed in alphabetical order within the list.

NOTE: If a food prescription has already been completed on the Food Prescription dialog and the user returns to the Participant Information dialog using the Back button, the dropdown is locked and the selection previously made is view only. Once the created food prescription is deleted on the Food Prescription dialog, the dropdown is unlocked and the selection can be changed if needed.

16.1.1.6 Authorized Representative First Name Text Box (First)

This control allows the user to enter or view the first name of the authorized representative of the make-believe participant to be used on the checks (for non-EBT clinics), or to have access to the Card PIN (for EBT clinics). The text box will be enabled when the Participant Information dialog is active, in add mode, and the WIC Category selected is Infant or Child. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of alphanumeric characters. All alphabetic characters will be forced to uppercase. Special characters are not allowed. The maximum size of the control will be twenty (20) characters.

16.1.1.7 Authorized Representative Middle Initial Text Box (MI)

This control allows the user to enter or view the middle initial name of the authorized representative for the make-believe participant to be used on the checks (for non-EBT clinics), or to have access to the Card PIN (for EBT clinics). The text box will be enabled when the Participant Information dialog is active, in add mode, and the WIC Category selected is Infant or Child. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of alphanumeric characters. All alphabetic characters will be forced to uppercase. Special characters are not allowed. The maximum size of the control will be one (1) character.

16.1.1.8 Authorized Representative Last Name Text Box (Last)

This control allows the user to enter or view the last name of the authorized representative for the make-believe participant to be used on the checks (for non-EBT clinics), or to have access to the Card PIN (for EBT clinics). The text box will be enabled when the Participant Information dialog is active, in add mode, and the WIC Category selected is Infant or Child. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of alphanumeric characters. All alphabetic characters will be forced to uppercase. Special characters are not allowed. The maximum size of the control will be twenty-five (25) characters.

16.1.1.9 First Day of Use Calendar Control

This control allows the user to enter or view the first day the food instrument can be used. The control will be enabled when the Participant Information dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of numeric digits. The mask on the control will be "##/##/####" to accept a date with a four digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter, the system will automatically add the century to the year. The date entered must be equal to or greater than the current date.

NOTE: If a food prescription has already been completed on the Food Prescription dialog and the user returns to the Participant Information dialog using the Back button, the control is locked and the date previously entered is view only. Once the created food prescription is deleted on the Food Prescription dialog, the control is unlocked and the date can be changed if needed.

16.1.1.10 Local Agency ID Dropdown

This control allows the user to select or view the ID of the Local Agency where the food instrument can be used. The dropdown will be disabled if there is only one Agency listed in the Agency table and display the Agency.Name. If more than one Agency exists in the Agency table, the value will be enabled and will be initially blank. When in view mode, the previously saved value will be displayed. See Agency dropdown in *Consistencies*.

16.1.1.11 Clinic ID Dropdown

This control allows the user to select or view the ID of the clinic that issued the compliance buy food instrument. The dropdown will be enabled when the Participant Information dialog is active, in add mode and a selection is made in the Local Agency ID dropdown. It will be disabled in view mode and will display the previously saved value. It is a read only drop down list. It is filled with a list of clinics from the SERVICE-SITE table and will contain the clinics associated with the agency listed in the Agency ID dropdown. The clinics are displayed in numerical order within the list.

16.1.1.12 Cancel Button

This control allows the user to exit the Participant Information dialog without generating food instruments. The Cancel button will be visible and enabled when the Participant Information dialog is active in "add" mode. Characteristics for the Cancel button are defined in *Consistencies*.

16.1.1.13 Close Button

This control allows the user to exit the Participant Information dialog. The Close button will be visible and enabled when the Participant Information dialog is active in "view" mode. Characteristics for the Close button are defined in *Consistencies*.

16.1.1.14 Void Button

This control allows the user to void the Food Instrument associated with the Compliance Buy. The Void button will be visible when the Participant Information dialog is active in "view" mode. The button will be enabled only when the food instrument has been written to the database and has not been voided. The button will be disabled when the food instrument is still pending (not written to the database) or has previously been voided. It has a mnemonic of V.

16.1.1.15 Back Button

This control will allow the user to return to the previous dialog of the Compliance Buy Wizard. The Back button will be disabled when the Participant Information dialog is displayed. It will have a mnemonic of "B".

16.1.1.16 Next Button

This control will allow the user to proceed to the next dialog of the Compliance Buy Wizard. The Next button will be enabled when the Participant Information dialog is displayed. It will have a mnemonic of "N" and will be the default button for the dialog.

16.1.1.17 Setup EBT Card Account Button

This control will allow the user to establish the EBT card and account on the JP Morgan system. The Setup EBT Card Account button will be visible and enabled when the Participant Information dialog is active in "add" mode. It does not have a mnemonic.

16.1.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Participant Information dialog.

16.1.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to "Compliance Buys".
- The label of the panel will be set to "Participant Information".
- In Add mode:
    - The Participant ID will default to the value assigned by the system.
    - All other fields and controls on this dialog default to blank.
    - The Authorized Representative fields will be initially disabled.
    - The Cancel, Back, Next, and Setup EBT Account buttons are visible.
    - The Back button is initially disabled.
- In View mode:
    - All fields display previously saved values as defined below in the Data Map for this dialog.
    - The Void, Back, Next and Close buttons are visible.
    - The Back button is initially disabled.

16.1.2.2 Setup EBT Card Account

Upon selection of the Setup EBT Card Account button while the dialog is in 'Add' Mode:

- The system will invoke the EBT Household Demographics dialog defined in Clinic Chapter 11 - Food Instrument Production. The dialog allows the user to view EBT demographic information for the make-believe participant, establish an EBT Account, and communicate the card initiation request.
- In order to continue the process of issuing EBT food instruments for the compliance buy, the user must click the Send EBT Data button on the EBT Household Demographics dialog. This will communicate the card setup to the JP Morgan system. Upon successful communication with EBT, the user will be returned to the Compliance Buy, Participant Information dialog.

16.1.2.3 Edits (Next)

Upon selection of the Next button while the dialog is in 'Add' Mode:

- If an entry has not been made in one of the following controls
  - Participant First Name Text Box (First Name)
  - Participant Last Name Text Box (Last Name)
  - Authorized Representative First Name Text Box (First)
  - Authorized Representative Last Name Text Box (Last)
  - First Day of Use Calendar Control

  the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If a selection is not made in the following control
  - Category Dropdown
  - Local Agency ID Dropdown
  - Clinic ID Dropdown

  the system will invoke a standard error message with the text "A selection is required in the <control label>."

- If an invalid date has been entered in the following entry field
  - First Day of Use Calendar Control

  the system will invoke the standard error message with the text "Invalid date entered."

- If the Date of Birth entered is not valid for the WIC category selected, the system will invoke a standard error message with the text "The selected WIC category is not valid given the date of birth. Please correct your entry."
- The system will proceed to the Food Prescription dialog.

16.1.2.4 Next

Upon selection of the Next button while the dialog is in 'View' mode:

- The system will proceed to the Food Prescription dialog displaying the previously saved data.

16.1.2.5 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Compliance Buys dialog without generating compliance buy food instrument. However, the participant ID number that was assigned will not become available for reuse. The system will return the user to the Event Log tab of the Vendor Folder dialog.

16.1.2.6 Void

Upon selection of the Void button:

- If the user does not have permission to void, the system will invoke a standard error message with the text, "You do not have the necessary permissions to void a compliance buy food instrument. Please see the supervisor."
- If the user has permission, the system will invoke a standard message box with the confirmation message, "Are you sure you want to void this compliance buy?" Upon selection of the Yes button, the system will void any food instruments remaining in the selected Compliance Buy Food Instrument Set that have not been previously paid or voided. The system will then return the user to the Event Log tab of the Vendor Folder dialog. If the user selects No, the system dismisses the confirmation message without voiding the compliance buy food instrument(s) and returns the user to the Event Log tab of the Vendor Folder dialog.

16.1.2.7 Close

Upon selection of the Close button, the system will dismiss the Compliance Buys dialog. The system will return the user to the Event Log tab of the Vendor Folder.

16.1.2.8 Data Map

Control Label	Table	Column	Business Rule Applicable
Note: The compliance buy participant information is saved to the compliance buy table. Once a food instrument is written the database, the food instrument information is saved as defined in Chapter L – Food Prescription but flagged as a Compliance Buy food instrument.			
(not visible)	ComplianceBuy	VendorID	
Participant ID	ComplianceBuy	StateWICID	
First Name	ComplianceBuy	FirstName	
Last Name	ComplianceBuy	LastName	
Date of Birth	ComplianceBuy	DateOfBirth	
Category	ComplianceBuy	WICStatus	
Authorized Representative	ComplianceBuy	AuthRepFirstName	

Control Label	Table	Column	Business Rule Applicable
Name: First			
Authorized Representative Name: MI	ComplianceBuy	AuthRepMiddleInitial	
Authorized Representative Name: Last	ComplianceBuy	AuthRepLastName	
First Day to Use	ComplianceBuy	FirstDateToUse	
(not visible but prints on check: Calculated Value – add 30 days to FirstDateToUse)	ComplianceBuy	LastDateToUse	
Local Agency ID	ComplianceBuy	LastDateToUse	
Clinic ID	ComplianceBuy	ServiceSiteID	

16.2 Compliance Buy Wizard: Food Prescription

The Food Prescription dialog allows the user to view the food prescription for the make-believe participant. The food prescription determines the types and quantities of WIC foods that will be printed on the compliance buy checks or EBT issuances. The user has the ability to create the full range of food prescriptions for the selected WIC Category. The Food Prescription dialog is invoked when the user selects the Next button on the Participant Information dialog as described above in this chapter.
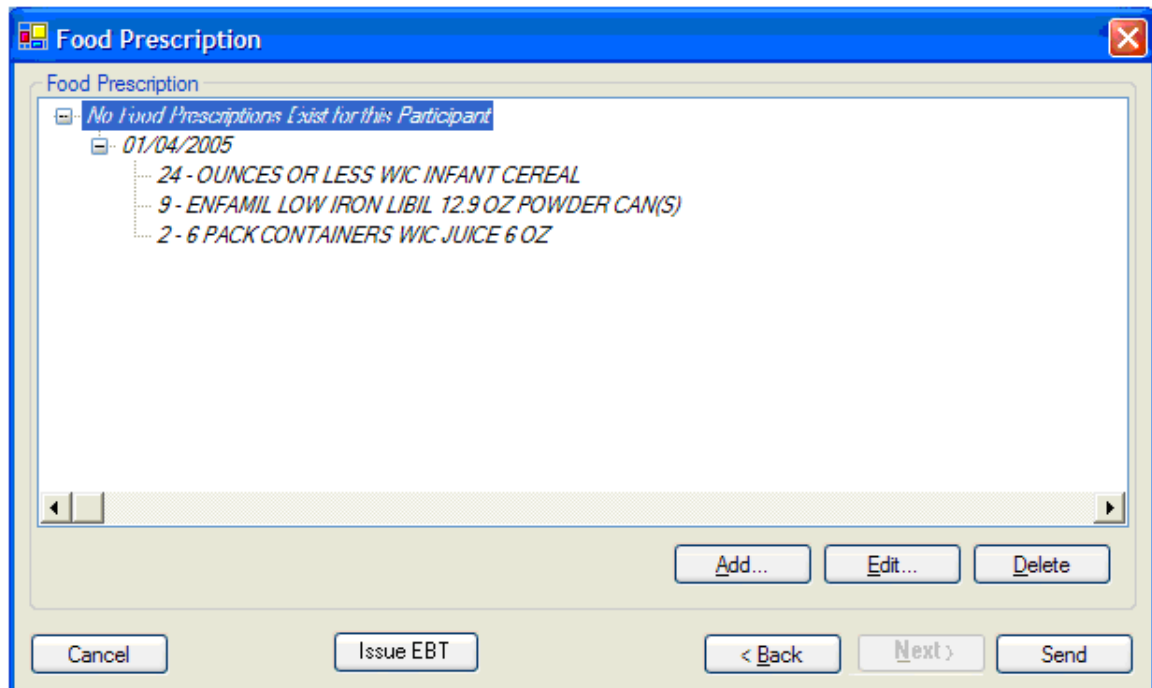

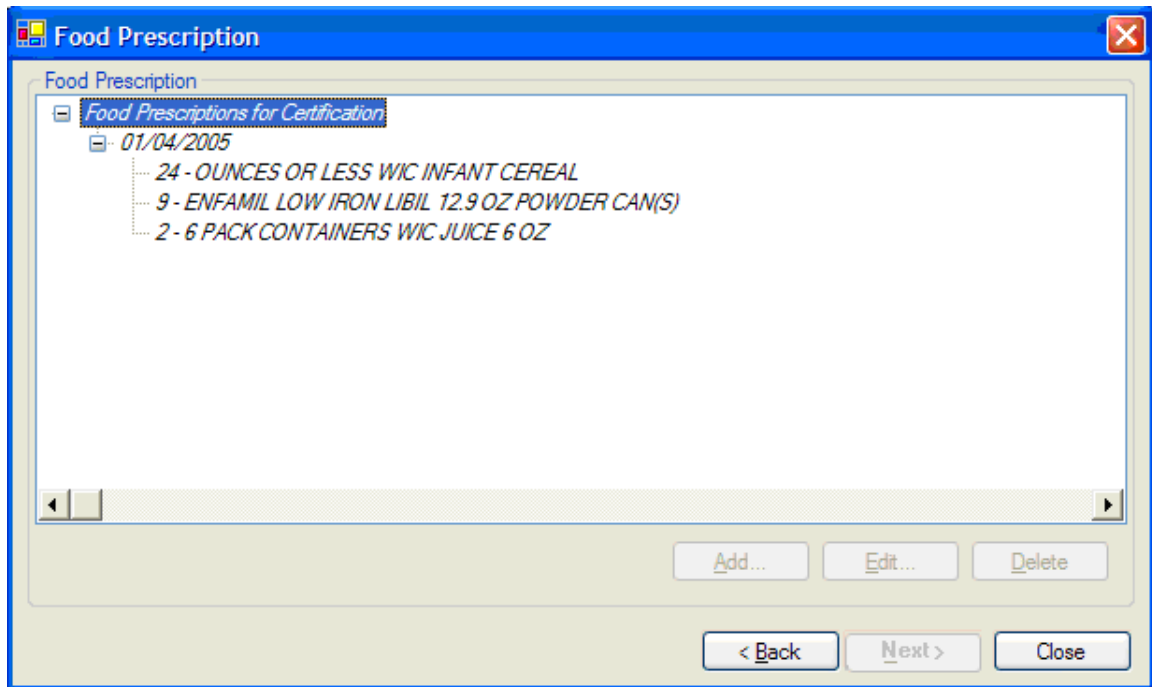**Figure 3 – Compliance Buy Wizard - Food Prescription Dialog (Add Mode)**

Figure 4 – Compliance Buy Wizard - Food Prescription Dialog (View Mode)

16.2.1 Controls

The standard controls and processes for this dialog are described in the common interface panels [Chapter L – Food Prescription](). In addition to the standard controls, additional controls are used for this dialog.

16.2.1.1 Back Button

This control will allow the user to return to the previous dialog of the Compliance Buy Wizard. It will have a mnemonic of "B". The Back button will be enabled when the Compliance Buy Wizard - Food Prescription dialog is displayed.

16.2.1.2 Next Button

The Next button will be gray and disabled when the Compliance Buy Wizard - Food Prescription dialog is displayed.

16.2.1.3 Send Button

This control will allow the user to instruct the system to send a request to print the compliance buy checks to the Check printer queue designated in System Tools. The Send button will be enabled when the Food Prescription dialog is active in "add" mode. It has no mnemonic and is the default button for the dialog.

16.2.1.4 Issue EBT

This control will allow the user to instruct the system to begin the EBT issuance process. It will be enabled once the Food Prescription has been established for the Compliance Buy when the dialog is active in "add" mode. It will launch the Aggregated Issuance for EBT Account dialog that handles the EBT issuance communications. It has no mnemonic.

16.2.1.5 Cancel Button

This control allows the user to exit the Food Prescription dialog. The Cancel button will be visible and enabled when the Food Prescription dialog is active in "add" mode. Characteristics for the Cancel button are defined in *Consistencies*.

16.2.1.6 Close Button

This control allows the user to exit the Food Prescription dialog. The Close button will be visible and enabled when the Food Prescription dialog is active in "view" mode. Characteristics for the Close button are defined in *Consistencies*.

16.2.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Prescription dialog.

16.2.2.1 Initializing the Interface

Upon the initial display of the dialog:

- In 'Add' mode, this dialog is defined in <u>Chapter L – Food Prescription</u>.
- In 'View' mode:
    - The title bar text will be set to "Food Prescription"
    - The Food Prescription tree view will display the Food Prescription for the previously saved compliance buy.
    - The Back and Close buttons are enabled
    - The Add, Edit, Delete and Next buttons are disabled.

16.2.2.2 Back

Upon selection of the Back button, the system will display the Participant Information dialog described above in this document.

16.2.2.3 Send

Upon selection of the Send button, the system will check to see if a food prescription has been entered. If no food prescription has been entered, the system will invoke a standard message box with the text "You must enter a food prescription." If a food prescription has been entered, the system will submit the print job to the Check printer queue designated in System Tools to allow the system to generate the Compliance Buy checks. A Compliance Buy event or follow-up activity will be added to the Event tab of the Vendor Folder, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new information. The system will then return the user to the Event Log of the Vendor Folder dialog.

16.2.2.4 Issue EBT

Upon selection of the Issue EBT button, the system will check to see if a food prescription has been entered. If no food prescription has been entered, the system will invoke a standard message box with the text "You must enter a food prescription." If a food prescription has been entered, the system will invoke the Aggregated Issuance for EBT Account as defined in <u>Clinic Chapter 11 - Food Instrument Production</u>. This dialog provides a means to review aggregated issuance information for the make-believe participant, transmit the issuance information to the JP Morgan EBT system, and print a list of the benefits issued through the EBT banking system.

In order to issue EBT food instruments for the compliance buy, the user must click the Send EBT Data button on the Aggregated Issuance for EBT Account dialog to communicate the issuance to the JP Morgan system. Upon successful communication with EBT, the user will be returned to the Compliance Buy, Food Prescription dialog.

A Compliance Buy event or follow-up activity will be added to the Event tab of the Vendor Folder, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new information. The system will then return the user to the Event Log of the Vendor Folder dialog.

16.2.2.5 Close

Upon selection of the Close button, the system will close the Food Prescription dialog and return the user to the Event Log of the vendor folder.

16.3 Returned Compliance Buy Benefits

When a Compliance Buy benefit is returned to the State, the user will record information about how the benefit was used. This information is used to determine when Violations and/or Sanctions need to be issued against the Vendor, as described in Chapter 11 - Penalties Assessed. The Returned Compliance Buy Benefits dialog allows the user to collect and process this information for up to four (4) compliance buy benefits. If more than four (4) compliance buy benefits are used for a Vendor during the same compliance buy visit, an additional Returned Compliance Buy follow-up activity must be created. Depending on the way the dialog is invoked, the controls may differ in "add" mode vs. "view" mode. If the dialog is in the "add" mode, the controls default to blank unless otherwise noted. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read only. The Returned Compliance Buy Benefits dialog is invoked in response to the following user actions:

- Selection of the Compliance Buy Returned Follow-up activity on the Follow-up Activities dialog Chapter 4 – Vendor Folder. The dialog will display in "add" mode.
- Selection of the Details button on the Event Log tab when a Compliance Buy Returned follow-up activity is selected Chapter 4 – Vendor Folder. The dialog will display in "view" mode.

Figure 5 - Returned Compliance Buy Benefits Dialog

16.3.1 Controls

This section describes the behavior of the controls on the Returned Compliance Buy Benefits dialog.

16.3.1.1 Benefit Number Masked Edit Box

This control allows the user to enter or view the benefit number of the returned compliance buy benefit. The masked edit box will be enabled when the Returned Compliance Buy Benefits dialog is active. The masked edit box will only accept entry of numeric digits. The minimum and maximum size of the control will be eight (8) characters. Benefit numbers entered with less than eight (8) characters will be right justified with leading zeroes (0). When working in "add" mode, the field will initially be blank. When working in "view" mode, the control is populated with the previously saved selection.

16.3.1.2 Status Dropdown

This control allows the user to select or view the status of the benefit when it was returned.

The dropdown will be enabled when the Returned Compliance Buy Benefits dialog is active. It will be a read only drop down list. It is filled with a list of benefit statuses from the ReferenceDictionary Table, which is displayed in alphabetical order. When working in "add" mode, the field will initially be blank. When working in "view" mode, the control is populated with the previously saved selection.

16.3.1.3 Used Date Masked Edit Box

This control allows the user to enter or view the day the benefit was used. The masked edit box will be enabled when the Returned Compliance Buy Benefits dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be "99/99/9999" to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in "add" mode, the entry field will default to blank. When working in "view" mode, the control is populated with the previously saved entry and is read only.

16.3.1.4 Bank Date Masked Edit Box

This control allows the user to enter or view the day the benefit was received by the bank. The masked edit box will be enabled when the Returned Compliance Buy Benefits dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be "99/99/9999" to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in "add" mode, the entry field will default to blank. When working in "view" mode, the control is populated with the previously saved entry and is read only.

16.3.1.5 Redeemed Amount Masked Edit Box

This control allows the user to enter or view the amount for which the benefit was redeemed. The masked edit box will be enabled when the Returned Compliance Buy Benefits dialog is active. The masked edit box will only allow the entry of numeric digits. The mask for the box will be "$999,999,999.99" and will accept maximum size of eleven (11) characters. The entry will be formatted to accept up to nine (9) whole numbers and two (2) decimals. The only special characters accepted are the dollar sign, commas, and period (decimal). When working in "add" mode, the entry field will initially be set to zero dollars ($0.00). When working in "view" mode, the control is populated with the previously saved entry.

16.3.1.6 Shelf Amount Masked Edit Box

This control allows the user to enter or view the shelf prices posted in the store for the food items purchased with the benefit and observed by the investigator. The masked edit box will be enabled when the Returned Compliance Buy Benefits dialog is active. The masked edit box will only allow the entry of numeric digits. The mask for the box will be "$999,999,999.99" and will accept maximum size of eleven (11) characters. The entry will be formatted to accept up to nine (9) whole numbers and two (2) decimals. The only special characters accepted are the dollar sign, commas, and period (decimal). When working in "add" mode, the entry field will initially be set to zero dollars ($0.00). When working in "view" mode, the control is populated with the previously saved entry.

16.3.1.7 Purchase Amount Masked Edit Box

This control allows the user to enter or view the total price the investigator had expected to pay for the food items purchased with the benefit.

The masked edit box will be enabled when the Returned Compliance Buy Benefits dialog is active. The masked edit box will only allow the entry of numeric digits. The mask for the box will be "$999,999,999.99" and will accept maximum size of eleven (11) characters. The entry will be formatted to accept up to nine (9) whole numbers and two (2) decimals. The only special characters accepted are the dollar sign, commas, and period (decimal). When working in "add" mode, the entry field will initially be set to zero dollars ($0.00). When working in "view" mode, the control is populated with the previously saved entry.

16.3.1.8 Scanner Amount Masked Edit Box

This control allows the user to enter or view the total price that was displayed when the food items purchased with the benefit were scanned at the Vendor location. The masked edit box will be enabled when the Returned Compliance Buy Benefits dialog is active. The masked edit box will only allow the entry of numeric digits. The mask for the box will be "$999,999,999.99" and will accept maximum size of eleven (11) characters. The entry will be formatted to accept up to nine (9) whole numbers and two (2) decimals. The only special characters accepted are the dollar sign, commas, and period (decimal). When working in "add" mode, the entry field will initially be set to zero dollars ($0.00). When working in "view" mode, the control is populated with the previously saved entry.

16.3.1.9 Amount (+/-) Masked Edit Box

This control allows the user to view the potential amount of overcharge or undercharge that occurred on the benefit. The masked edit box will be calculated when the Redeemed Amount, the Purchase Amount, and the Scanned Amount are entered on the Returned Compliance Buy Benefits dialog. The value of the masked edit box will be the difference between the value of the Redeemed Amount (RA) and the Scanned Amount (SA) or the difference between the value of the Redeemed Amount (RA) and the Purchase Amount (PA) whichever value (difference amount) is greater. Example: If (RA-SA) > (RA-PA) then display the (RA-SA) results, otherwise display the (RA-PA) results. If the Scanned Amount or Purchase Amount is zero, then the non-zero amount will be used to calculate the difference. If both the Scanned Amount and Purchase Amount are zero, the value of the masked edit box will be $0.00. A negative value is displayed in brackets (). This field is read only. The field will initially default to $0.00.

16.3.1.10 Violation List Box

This control allows the user to select or view any violations observed as part of the compliance buy. The list box will be enabled when the Returned Compliance Buy Benefits dialog is active. It will be a read only drop down list. It is filled with a list of staff members from the VIOLATIONTYPE Table, which is displayed in alphabetical order. When a type of violation is selected, the number of sanction points associated with the violation type will display. Multiple items may be selected from the list. Navigation in the list box can be done using the vertical or horizontal scroll bars or the up, down, right, and left arrow keys. In addition, the first character of the item within the list can also make a selection. If there is more than one item within the list with the same first character, the user may select that character to move through the list of items beginning with that character and pressing enter when making a selection. A character that is selected and is not found in the list, no change is made. When working in "add" mode, the field will initially be blank. When working in "view" mode, the control is populated with the previously saved selection. The non-selection of any violations should be used to indicate that no violations were observed as part of the compliance buy.

16.3.1.11 Comments Text Box

This control allows the user to enter or view any comments concerning the compliance buy. The text box will be enabled when the Returned Compliance Buy Benefits dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be four thousand (4,000) characters. All alphabetic characters will appear in mixed case (upper and lower case) depending on how entry was made. As text is entered in this control, the information will word wrap to accommodate multiple lines of text. Special characters are accepted in this text box. When working in "add" mode, the fields will initially be blank. When working in "view" mode, the control is populated with the previously saved entry.

16.3.1.12 OK Button

This control allows the user to instruct the system to save the benefit information and close the Compliance Buy Benefit dialog. The OK button will be enabled when the Returned Compliance Buy Benefits dialog is active in "add" mode. (See Saving the Data in the Processing in this document.) Characteristics for the OK button are defined in *Consistencies*.

16.3.1.13 Cancel Button

This control allows the user to exit the Compliance Buy Benefit dialog without saving the benefit information. The Cancel button will be enabled when the Returned Compliance Buy Benefits dialog is active in "add" mode. Characteristics for the Cancel button are defined in *Consistencies*.

16.3.1.14 Print Button

This control allows the user to generate the Compliance Buy Meeting letter when violations were observed. The Print button will be enabled when the Returned Compliance Buy Benefits dialog is in "view" mode and one or more violations are selected in the Violation list box, and a meeting has been scheduled to discuss the violations. It has a mnemonic of 'P'.

16.3.1.15 Close Button

This control allows the user to exit the Returned Compliance Buy Benefits dialog. The Close button will be enabled when the Returned Compliance Buy Benefits dialog is active in "view" mode. Characteristics for the Close button are defined in *Consistencies*.

16.3.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Returned Compliance Buy Benefits dialog.

16.3.2.1 Initializing the Interface

Upon initial presentation of the dialog:

In 'Add' mode:

- The title bar text will be set to "Returned Compliance Buy Benefits"
- The following controls will be initially blank for all Benefit 1, Benefit 2, Benefit 3 and Benefit 4:
    - o   Benefit Number masked edit box
    - o   Status dropdown
    - o   Used Date masked edit box
    - o   Bank Date masked edit box
- The following controls will default to $0.00 for all Benefit 1, Benefit 2, Benefit 3 and Benefit 4:
    - o   Redeemed Amount masked edit box
    - o   Shelf Amount masked edit box
    - o   Purchase Amount masked edit box
    - o   Scanner Amount masked edit box
    - o   Amount (+/-) masked edit box
- The Violation list boxes will display all violations from the ViolationType table in alphabetical order.
- The OK and Cancel buttons will be visible

In 'View' mode:

- The title bar text will be set to "Returned Compliance Buy Benefits"
- The values will display previously saved values as defined in the data map for this dialog.
- The Print and Close buttons will be visible.

16.3.2.2 Edits

Upon selection of the OK button, the system will initiate a check for required and valid information.

- If an entry is not made in the following entry fields:
    o Benefit Number masked edit box
    o Used Date masked edit box
    o Bank Date masked edit box

  the system will invoke a standard message with the message text, "An entry is required for the <control label>."

- If a selection is not made in the following:
    o Status dropdown

  the system will invoke a standard message with the message text, "A selection is required in the <control label>."

- If a duplicate benefit number is entered during the same Follow-up Activities entry of Returned Compliance Buy Benefits, the system will invoke a standard message with the text "The same benefit number was used more than once." Upon dismissal of the error message box, the system will automatically position the cursor to the field found in error to facilitate error correction.
- If an invalid date has been entered in a date field, the system will invoke a standard error message with the text "Invalid date entered." Upon dismissal of the error message box, the system will automatically position the cursor to the field found in error to facilitate error correction.
- If the date entered in the Used Date or the Bank Date field is greater than the current system date, the system will invoke a standard error message with the text "Date entered must be less than or equal to today's date." Upon dismissal of the error message box, the system will automatically position the cursor to the field found in error to facilitate error correction.

16.3.2.3 Saving the Data

Upon successful completion of the above listed edits

- The system will save the compliance buy returned information.
- A Compliance Buy Returned Follow-up activity will be added to the Event Log of the Vendor

- The Vendor Events tree view on the Event Log tab of the Vendor Folder will be refreshed.
- If no violations were selected in the Violation list box, the system will return the user to the Event Log tab of the Vendor Folder.
- If one or more violations were selected in the Violation list box, the system will display a standard message with the text "Do you want to schedule a meeting?" The message box will have Yes, No, and Cancel buttons. Upon selection of the Yes button, the system will invoke the Meetings dialog as described in this document. Upon selection of the No button, the system will save the compliance buy information to the Vendor Folder as described above. Upon selection of the Cancel button, the system will dismiss the message box and return to the Returned Compliance Buy Benefits dialog.

16.3.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the Returned Compliance Buy Benefits dialog without saving any of the information entered and return the user to the Event Log tab of the Vendor Folder.

16.3.2.5 Print

Upon selection of the Print button, the system will invoke the Send Compliance Buy Meeting dialog as described in this chapter.

16.3.2.6 Close

Upon selection of the Close button, the system will dismiss the Returned Compliance Buy Benefits dialog and return the user to the Event Log tab of the Vendor Folder.

16.3.2.7 Data Map

Control Label	Table	Column	Business Rule Applicable
A Violation and ReturnedComplianceBuyViolation record will be inserted for each violation selected.			
Benefit Number	ReturnedCompliance BuyFi Violation ReturnedCompliance BuyViolation	SerialNumber CheckSerialNumber SerialNumber	

Status	ReturnedCompliance BuyFi	ReturnedStatus	
Used Date	ReturnedCompliance BuyFi Violation Violation	FirstDateToUse IdentifiedDate OccurredDate	
Bank Date	ReturnedCompliance BuyFi	BankDate	
Redeemed Amount	ReturnedCompliance BuyFi	RedeemedAmount	
Shelf Amount	ReturnedCompliance BuyFi	ShelfAmount	
Purchase Amount	ReturnedCompliance BuyFi	PurchaseAmount	
Scanner Amount	ReturnedCompliance BuyFi	ScannerAmount	
Comments	ReturnedCompliance Buy	Comments	
Violation	Violation	ViolationType	
Violation	ReturnedCompliance BuyViolaton	ViolationType	

16.4 Compliance Buy Meeting

When violations are found during a compliance buy, the user has the option to schedule a Compliance Buy meeting with the Vendor. The Meeting dialog will allow the user to indicate when the Compliance Buy meeting has been scheduled. The Meeting dialog is invoked when the user selects the OK button on the Returned Compliance Buy Benefits dialog while violations are selected in the Violation list box. The Meeting dialog is invoked in response to the following user actions:

- Selection of the Yes button in response to the standard message dialog with the text "Do you want to schedule a meeting?" The dialog will display in "add" mode.
- Selection of the Print button on the Returned Compliance Buy Benefits dialog when violations are selected in the Violations list box and a meeting is scheduled to discuss the violations. The dialog will display in "view" mode.
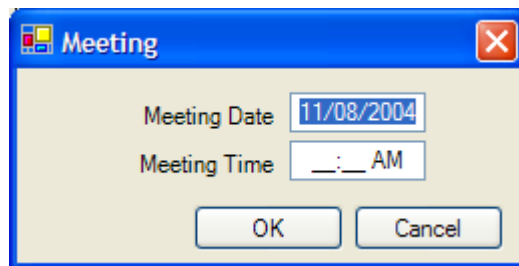

Figure 6 - Meeting Dialog

16.4.1 Controls

This section describes the behavior of the controls on the Meeting dialog.

16.4.1.1 Meeting Date Masked Edit Box

This control allows the user to enter or view the date for the Compliance Buy meeting. The masked edit box will be enabled when the Meeting dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be "99/99/9999" to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. This control defaults to the present system date.

16.4.1.2 Meeting Time Masked Edit Box

This control allows the user to enter or view the time for the Compliance Buy meeting. The masked edit box will be enabled when the Meeting dialog is active. The edit box accepts entry of numeric digits with a mask format of "99:99" or HH:MM. The HH equals a two-digit hour and the MM equals two-digit minute(s). Upon beginning the entry of a time, the system automatically formats it and also inserts AM. In order to change the time to AM or PM the user will select the "A" or "P" letter on the keyboard. The masked edit box will initially be blank.

16.4.1.3 OK Button

This control allows the user to instruct the system to save the meeting information and close the Meeting dialog. The OK button will be enabled when the Meeting dialog is active. (See Saving the Data in the Processing in this chapter.) Characteristics for the OK button are defined in *Consistencies*.

16.4.1.4 Cancel Button

This control allows the user to exit the Meeting dialog without saving the meeting information. The Cancel button will be enabled when the Meeting dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

16.4.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Meeting dialog.

16.4.2.1 Initializing the Interface

Upon initial presentation of the dialog:

In "Add" mode:

- The title bar text will be set to 'Meeting'
- The Meeting Date will be set to the current system date
- The Meeting Time will be initially blank
- The OK and Cancel buttons will be visible

In "Edit" mode:

- The title bar text will be set to 'Meeting'
- The values will display the previously entered values as defined in the data map for this dialog.
- The OK and Cancel buttons will be visible

16.4.2.2 Edits

Upon selection of the OK button, the system will initiate a check for required and valid information.

- If and entry is not made in the following:

        o   Meeting Date masked edit box

        o   Meeting Time masked edit box

the system will invoke a standard error message with the text "An entry is required for the <control label>".

- If an invalid date has been entered in a date field, the system will invoke a standard error message with the text "Invalid date entered."

16.4.2.3 Saving the Data

Once the controls have been validated, the system saves the data and invokes the Send Compliance Buy Meeting Letter dialog described later in this document.

16.4.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the Meeting dialog without saving any of the information entered. The system will then return the user to the Event Log tab of the Vendor Folder.

16.4.2.5 Data Map

Control Label	Table	Column	Business Rule Applicable
Meeting Date	ReturnedCompliance Buy	MeetingDate	
Meeting Time	ReturnedCompliance Buy	MeetingTime	

16.5 Send Compliance Buy Meeting Letter

The Send Compliance Buy Meeting Letter dialog allows the user to select which address will receive a copy of the Compliance Buy Meeting letter, and who at the address will be the recipient of the Compliance Buy Meeting letter. After the user identifies these items, the system will generate the required Compliance Buy Meeting letters. If indicated by the user, the system will also generate a mailing label for each Compliance Buy Meeting letter generated. For each selected recipient, the system will generate a Compliance Buy Meeting letter and mailing label for every selected address. The Send Compliance Buy Meeting Letter dialog is invoked when the user selects the OK button on the Meetings dialog described above in this document.
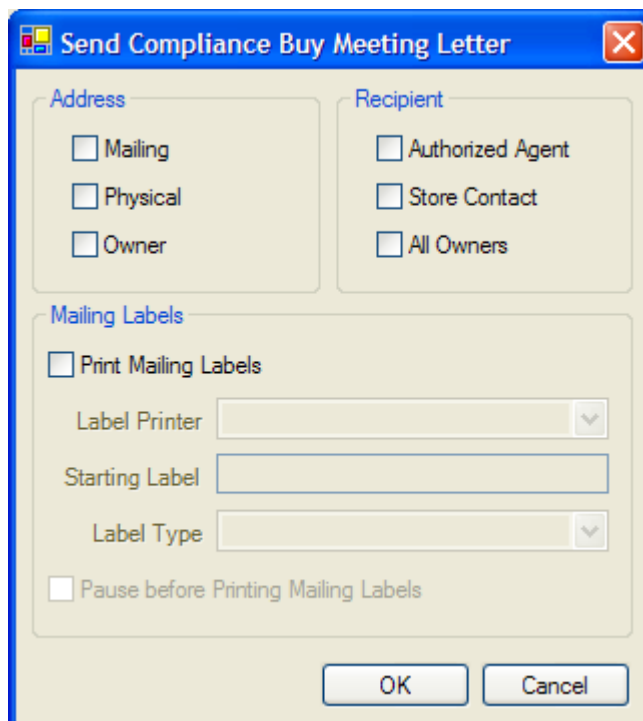

Figure 7 - Send Compliance Buy Meeting Letter Dialog

16.5.1 Controls

The controls on this dialog are described in Chapter 20 – Vendor Form letters.

16.5.2 Processing

In addition to the standard processes, additional processes take place on this dialog.

16.5.2.1 Initializing the Interface

Upon initial presentation of the dialog:

- The title bar text will be set to "Send Compliance Buy Meeting Letter"
- The remaining controls will function as defined for the Send Letter dialog in Chapter 20 – Vendor Form Letters.

16.5.2.2 Saving the Data

Upon successful completion of the standard edits:

- The system will save the Meeting information as defined in the Data Map for this dialog.
- The system will save the Send Letter follow-up activity to the Compliance Buy Meeting activity as defined for the Send Letter dialog in Chapter 20 – Vendor Form Letters
- The system will return the user to the Event Log tab of the Vendor Folder and refresh the display tree view.

16.5.2.3 Cancel

Upon selection of the Cancel button:

- The system will save the Meeting information as defined in the Data Map for this dialog
- The system will dismiss the Send Compliance Buy Meeting Letter dialog and return the user to the Event Log tab of the Vendor Folder.